

**EEOC TRAINING INSTITUTE
Technical Assistance Seminar Agenda
Tampa, Florida
June 22, 2006**

Agenda

7:45 AM **Registration & Continental Breakfast**

8:15 AM **Welcome**

Federico Costales, District Director, EEOC Miami District Office

8:45 AM **Track I -Workshop A – An Introduction to the Laws We Enforce**

Can you name the six anti-discrimination laws the EEOC enforces? Do you know who is covered and who is excluded? Do you know the legal Theories of Discrimination and who carries the Burden of Proof at each stage? Our Legal Unit will discuss these issues and guide you through a discussion of proactive measures to prevent and resolve employment disputes.

Presenter: *Delner Franklin-Thomas, Regional Attorney, EEOC Miami*

Track II - Workshop A – The New EEO-1 Report

How does it work? What are the new job categories and who's covered? Are you collecting the right data? Did you select the right SIC? Join us for a description of the changes in the new EEO-1 Report with experts who will also discuss the Standard Industrial Codes, the new job categories, and time permitting, give you insights on how EEOC and other federal agencies use the data you provide.

Presenter: *Carol Miaskoff, EEOC Office of Legal Counsel, Washington, D.C.*

10:15 AM **MORNING BREAK**

10:30 AM **Track I - Workshop B- The EEOC Charge Process A to Z**

The Investigative Process, the Charge, FEPA's, Preparing Your Position Statement, Priority Charge Handling, Mediation, the Conciliation Process, Timeframes, Settlements, Subpoenas, Request for Information, Right to Sue... Everything you want to know from A to Z about the procedures and processes at the EEOC. You have been here before, come again to this rapid fire review of the process and its idiosyncrasies. Navigate the Charge Flow Chart, get guidance for developing comprehensive position statements (almost guaranteed to get you a quick resolution) and ask questions until you stump the government expert!! This session is guaranteed to make you the smarter about the EEOC.

Presenter: *Manuel Zurita, Director, EEOC Tampa Field Office*

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Track II - Workshop C –*Do's and Don'ts in the Employment Process*

This workshop will discuss employers' best practices in hiring, firing and reasonable accommodation. Navigate the Do's and Don'ts of the Employment Process with a seasoned EEO practitioner.

Presenter: *Michael Farrell, Esq.*, Jill S. Schwartz & Associates, P.A., Winter Park, Florida

12:30 PM

LUNCH

Luncheon Speaker: Gilbert Carrillo, Esq., *EEOC Mediation Program Coordinator*, EEOC Miami District Office

1:30 PM

Track I - Workshop B- *The EEOC Charge Process A to Z (Repeat)*

Track II - Workshop A - *The New EEO-1 Report (Repeat)*

3:00 PM

AFTERNOON BREAK

3:15 PM

Track I - Workshop C – *Harassment Policies, the Complaints and Your Investigation*

Sexual and other forms of illegal harassment are still one of the most prevalent forms of illegal discrimination in the workplace today. Despite the policies and the training sessions employers have instituted over the last few years, the number of harassment charges the EEOC gets is still on the rise. Make sure your policy is compliant. Bring a copy of your policy and analyze it with legal experts. Has it been implemented properly? Review your implementation efforts and see how the courts are assessing your company's implementation efforts here and around the country. Was your investigation thorough? Did you miss a key issue or a key witness? Remember that doing this the right way can save your company money, while missing a step can cost you bundles. Join private sector attorneys with extensive experience in the area as they review all these issues with you.

Presenters: *Carol C. Lumpkin, Esq.*, and *Judd J. Goldberg, Esq.*, Kirkpatrick & Lockhart, LLP, Miami, Florida

Track II - Workshop C -*Legal Update*

EEO law is dynamic, ever changing and developing as the courts interpret and apply the law to a rapidly changing workplace. Join us for a review of the most interesting and far reaching decisions issued by the courts in the last year and the EEOC's official response to these. Hear the latest developments in the Supreme Court today. Get up-to-date on the latest lawsuits the EEOC has filed here and around the country.

Presenter: *Delner Franklin-Thomas, Esq., Regional Attorney, EEOC Miami District Office*